WSP ACCESS CRIMINAL HISTORY USE AND DISSEMINATION

209.1 PURPOSE

This policy provides guidelines for criminal history use, dissemination and destruction.

209.2 POLICY

All staff shall conduct criminal history checks set forth in the WACIC/ACCESS Manual for dissemination that is governed by federal and state statute laws.

Criminal history data may only be used in the administration of criminal justice.It is strictly protected by state and federal law.

209.3 DEFINITIONS

ACCESS: A Central Computerized Enforcement Service System

FBI: Federal Bureau of Investigation

ORI: Originating Agency Identifier

Purpose Code: Reason for running the criminal history query.

QH: A query submitted through WSP ACCESS to determine the existence of a criminal record matching the inquiry. A positive criminal history response contains additional identifying data to associate the record with the person of the inquiry (height, weight, race, fingerprint and/or pattern classification, tattoos, etc.). The response also identifies the database(s) maintaining the criminal history information. With this information, the agency can decide whether to conduct a record request (QR).

QR: Request for a criminal history record from the FBI and/or the participating state(s) maintaining such record.

SID: State Identification Number. A number issued once a person is fingerprinted. This number will remain the same throughout a person's lifetime. The information from each fingerprint will be added to the original record (i.e. arrestees, dispositions, applicant information).

WSP: Washington State Patrol

209.4 USE

(a) The criminal history inquiry must contain the following information:
    (a) Identify the specific type of request (QH, QWH, QR, QI)
    (b) The Attention (ATN) Field must contain the following:
        (a) Requestor Information

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(a) First initial and last name and/or unique identifier of the person requesting the information

- A unique identifier of the requestor might be a personnel number that does not change throughout their career

(b) Criminal Justice Reason

(a) The reason can be a case number or a specific criminal justice reason

(b) Generic reasons (investigation, suspicious, risk, ID verify, etc.) are considered too vague and will be a compliance issue

(c) If your agency uses abbreviations, there must be an agency approved abbreviations list. The list is required to be available during the audit process

Examples below:

- Class = Classification
- S THOMPSON THEFT
- S THOMPSON 15-00497B

d. Proper purpose codes must be used

1. If you are unsure about which purpose code to use, you may refer to the ACCESS Operations Manual – Criminal History Chapter

C Use this purpose code for official duties in connection with the administration of criminal justice (i.e. crimes, non-applicant riders and contractors or vendors not involved in the administration of criminal justice) **J purpose code should be used when conducting the background check on new criminal justice applicants, applicant riders and the 5 year**

re-background for certified ACCESS users

(a) (a) **The subject's information that you are querying:**

(a) **Full name and date of birth**

(b) **State Identification (SID) number or Federal Bureau of Investigation (FBI) number**

All staff will use the correct purpose code when inquiring for criminal history:

a. C – Use this transaction for official duties in connection with the administration of criminal justice (i.e. classification, outside vendor(s), contractor(s), volunteers counselors, medical staff, jail ministries, AA/NA, etc.).

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b. J – Use this transaction when backgrounding new criminal justice employees or re-backgrounding of current employees

c. The Attention Field must contain at a minimum the requestor's first initial and last name and the purpose code for the criminal history request.

209.5 SECONDARY DISSEMINATION

1. The Thurston County Sheriff's Office, Corrections Bureau does not provide Secondary Dissemination.

209.6 STORAGE AND DESTRUCTION

Thurston County Sheriff's Office, Corrections Bureau will store all Criminal Justice Information (CJI) in a secure case file and/or dispose of all documents according to agency required policies. For disposal and transportation of CJI, refer to your media disposal procedure

Thurston County Sheriff's Office, Corrections Bureau will accompany shredding personnel to the shredding truck and stand by while all sensitive paperwork is destroyed.

209.7 CRIMINAL HISTORY RESULTS

All Members of the Thurston County Sheriff's Office Corrections Bureau will ensure that:

a. All teletypes (printouts) will be kept from the public view.
b. All criminal history information will be kept from public view.
c. No persons outside of law enforcement will be left unattended where teletypes (printouts) are received or distributed.
d. There will be no dissemination outside law enforcement.

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